



**Expression of Interest (EOI)
Inviting Training Partners
for the
Implementation of Project**

**“Employability Enhancement & Livelihood Training Program [EELTP] of
SC/ST& EWS (Women) Youth through Capacity Building and Skill
Development in IECT”**

**Sponsored by
MeitY**

Implementing Agency:

**National Institute of Electronics and Information
Technology (NIELIT)**

**An Autonomous Scientific Society of Ministry of Electronics and Information
Technology, Government of India**

January-2024

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Overview of the Project

Project Name:

Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT

Objective:

The Project aims towards Capacity building/ Skill development in IT and Electronics Sectors for enhancing their employability & livelihood.

Duration of the project:

3 Years

Target:

Total of 523 SC, ST and EWS (Women) Candidates

Target Districts:

East Khasi Hills District

Beneficiaries:

SC, ST category and EWS(Women) candidates belonging to East Khasi Hills District of Meghalaya only.

Eligibility for Training Institutions for enrolling in EELTP project:

- The IT Training Institutions like Accredited Centre, DLC Facilitation Centres, NIELIT ESDM TPs, NIELIT NSQF TPs or other identified training partners like Polytechnic College, ITI, Schools, other State/District Level Skill related agencies etc. will have to obtain NSQF accreditation for the desired courses covered under EELTP project **(except O Level for which the aspirant institutes will have to apply separately at NIELIT HQ website)** as per the procedure defined & available at <http://www.nielit.gov.in/content/nsqf> for affiliation to NIELIT NSQF courses.
- The IT Training Institutions having NSQF accreditation of courses which are among 11 courses covered under EELTP need not apply for fresh NSQF accreditation.

The IT Training Institutes having set up and operating in the district of East Khasi Hills District of Meghalaya only.

Distribution of Targets:

Year wise and Category wise distribution of targets is as follows: -

Year/Category Wise Target Distribution			
1st Year (20% of Total)	SC (40% of 1st Year Target)	ST (40% of 1st Year Target)	EWS-Women (20% of 1st Year Target)
2nd Year (40% of Total)	SC (40% of 2nd Year Target)	ST (40% of 2nd Year Target)	EWS-Women (20% of 2nd Year Target)
3rd Year (40% of Total)	SC (40% of 3rd Year Target)	ST (40% of 3rd Year Target)	EWS-Women (20% of 3rd Year Target)

NSQF aligned Courses covered under EELTP project:

The following NSQF courses are covered under EELTP project:

S. No.	Course Name
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English
2	Certified Computer Application Accounting and Publishing Assistant
3	Certified Data Entry and Office Assistant (Upskilling)
4	O level (IT)*
5	NIELIT Certified Web Developer
6	NIELIT Certified Multimedia Developer
7	Internet of Things (IoT) Assistant
8	Internet of Things (IoT) Associate
9	Certified Artificial Intelligence (AI) Associate "Upskilling"
10	Assembly & Maintenance of Personal Computer
11	NIELIT Certified Cloud Computing and Virtualization Expert

Note: -

- The course curriculum is subject to revision as per NSQF
- Target number of candidates to be trained per course shall be decided as per project guidelines.

*Aspirant institutes will have to apply separately through NIELIT HQ website.

Training Delivery Models:

The training can be conducted in online/blended mode. There are following three models and the institute can opt only one option throughout the project:

- TP (Training Partners)** –Training will be conducted in-person at Training partner's institution.
- LTP (Lab Training Partners)** - Training partner and NIELIT Centre will work in collaboration, training will be provided in blended mode, Training partner will be associated for providing only lab facility, theory classes will be conducted by NIELIT Center in online mode.

- iii) **Lab & Online Training Partner (L&OTP)**- TP will not only provide Lab facility but will also provide classroom facility where provision of TVs/Desktops/Laptops etc. will be made through which students will attend online training conducted by NIELIT Centers.

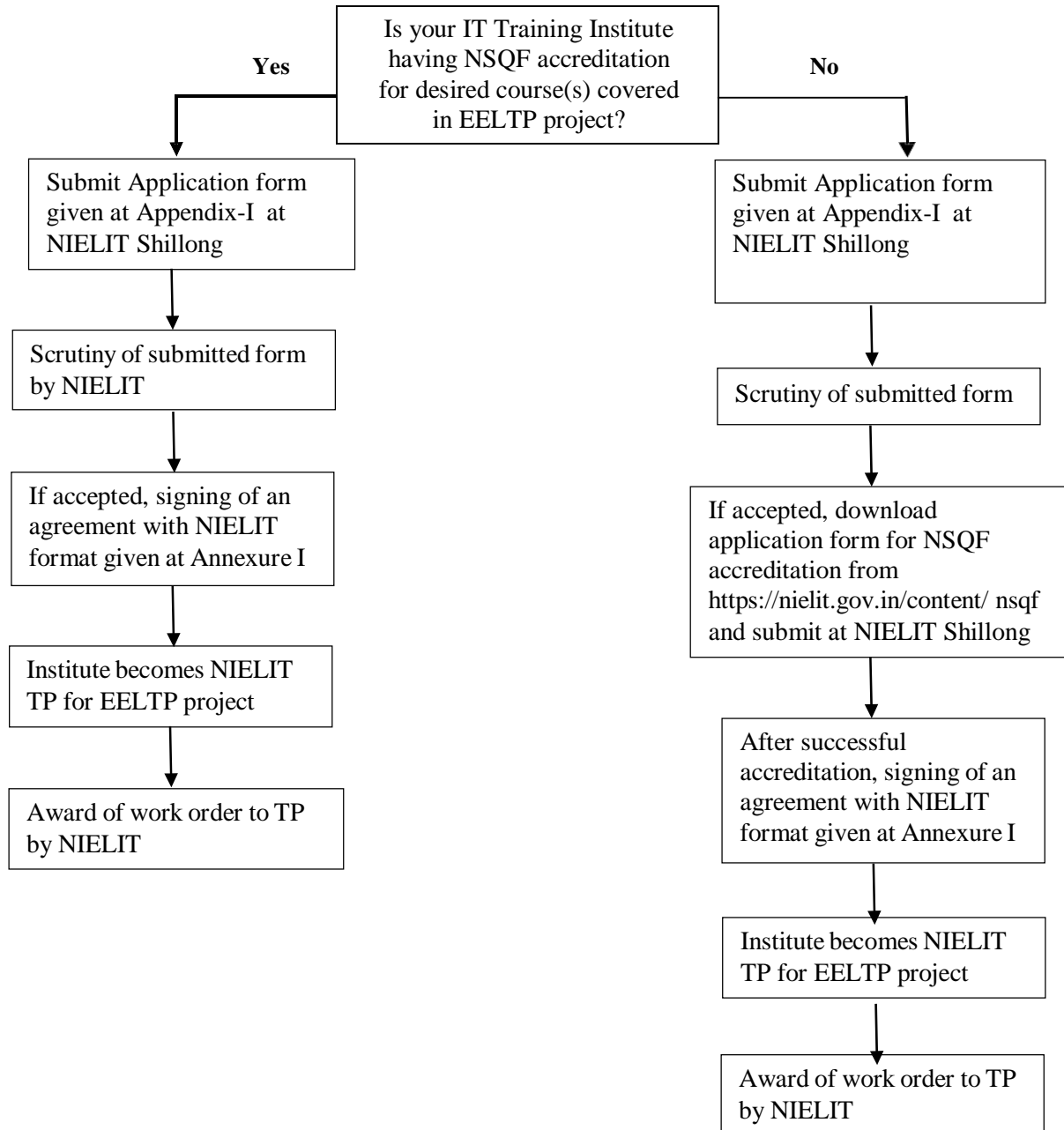
Activities and Revenue sharing model under three training models:

S. No.	Activity	Model		
		TP Model	LTP Model	L&OTP Model
1	Accreditation process	By NIELIT	By NIELIT	By NIELIT
2	Candidate Enrolment	By TP	By LTP	By L&OTP
3	Theory Lecture Delivery	By TP	By NIELIT Center in online mode, student will attend from his/her home through mobile/laptop/computer etc.	By NIELIT Center but L&OTP will provide classroom facility along with TV/Computer from where Student will attend the online class. Institute will also have to make provision for monitoring of class through IP based camera etc.
4	Lab Session Delivery	By TP	By LTP	By L&OTP
5	Assessment of students	By NIELIT HQ	By NIELIT HQ	By NIELIT HQ
6	Payment Model	Reimbursement will be made to TP @75% payment for total Course fee as per NSQF rates. NIELIT will keep 25% for conducting FDP for Faculty & Lab Instructors of TP and meeting various	Reimbursement will be made to LTP @75 % of per hour rate for the duration of practical component of the course. NIELIT will keep the remaining 25 % for duration of practical component for Faculty Development Program of faculty and Lab instructor at LTP. Since, theory component of training	Reimbursement will be made to L&OTP @75 % of per hour rate for the duration of practical component of the course. NIELIT will keep the remaining 25 % for duration of practical component for Faculty Development

		expenditures towards implementation of the project.	will be conducted by NIELIT, entire remuneration for theory component will be kept by NIELIT.	Program of faculty and Lab instructor at L&OTP. Since, theory component of training will be conducted by NIELIT and L&OTP will provide classroom and other facility, 75% remuneration for theory component will be kept by NIELIT and remaining 25% share will be given to L&OTP.
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Revenue Sharing under above three models:

	Theory		Practical	
TP Model	NIELIT: 25%	TP: 75%	NIELIT: 25%	TP: 75%
	Theory		Practical	
LTP Model	NIELIT: 100%	TP: 0%	NIELIT: 25%	TP: 75%
	Theory		Practical	
L&OTP Model	NIELIT: 75%	TP: 25%	NIELIT: 25%	TP: 75%

How can a Training Institute become part of EELTP project?

Guidelines for submission:

The following conditions should be noted while submitting the Documents:

- i** The Application Form (Appendix-1) along with Covering Letter (Appendix-2) may be submitted in a sealed envelope duly super scribed: **“Application against EOI for providing Training Facility- Employability Enhancement & Livelihood Training Program [EELTP] of SC/ST& EWS(Women) Youth through Capacity Building and Skill Development in IECT”**
- ii.** Canvassing in any form, direct or indirect, on part of Applicant will render the application liable for exclusion from consideration.
- iii.** Incomplete or late submission of documents will not be considered. This office will not be responsible for any postal delays.

Documents complete in all respects, should be submitted by speed post or by hand at following address on or before last date & time:

DIRECTOR IN-CHARGE

NIELIT Shillong

**2nd Floor, Meghalaya State Housing, Financing Co-operative Society Limited Building,
Nongrim Hills, Shillong, Meghalaya 793003**

Schedule for submission of documents

S. No.	Name of the activity	Date
1.	Advertisement & website display	24-01-2024
2.	Last date and Time for submission of Sealed Documents	08-02-2024, 16:00 Hrs

Annexure-I**Format of Agreement (on Rs. 100/- stamp paper)**

This agreement entered into on this.....day of..... between **NIELIT CENTRE name** (a unit of **NIELIT Society**, which is an autonomous scientific society of Ministry of Electronics & Information Technology, Government of India), <.....ADDRESS OF NIELIT CENTRE> (hereinafter referred to as **First Party** which term and expression shall mean and include its successors and assignees) represented by its Head/Director on the **ONE PART**:

AND

The <.....Training Partner. > (hereinafter referred to as **SECOND PARTY** which expression shall include its successors and assignees) and represented by authorized signatory Mr XXX, Head /Director on the **OTHER PART**:

WHEREAS First Party invited applications for providing training for <Project title> with assistance of MeitY, Govt. of India and whereas the **SECOND PARTY** tendered to provide the same.

AND WHEREAS **FIRST PARTY** awarded the contract for the said training to **SECOND PARTY**, after due process of Shortlisting the training partner.

AND WHEREAS **SECOND PARTY** has a security deposit in favor of **FIRST PARTY**

for the due fulfillment of his obligation under this deed – Deposit amount of XXXX/- being 5 percent of the training fee for batch of 30 candidates for the course <Course Name> (in the form of DD or Bank Guarantee No. _____ Dated _____)

WHEREAS **FIRST PARTY** and **SECOND PARTY** desire to mutually associate with each other to commence the **training program in <Project title>** through its training centers in the said district of said state.

Now it is hereby agreed by and between the two parties hereto as follows:

1. SCOPE: **SECOND PARTY** will conduct training program in <Project title> through its centre in <District & State name> for the course <Course Name>
Training program: <Project title> as per details strictly as per NIELIT NSQF norms, Qualification file of the course and project guidelines.

SECOND PARTY through its respective district coordinators will ensure the availability of necessary infrastructure and qualified and trained faculty suitable for conducting the respective training programs at the respective training centre.

- 1.3 The maximum number of candidates to be trained in the district of <District & State name> for the course <Course Name> is 30 per batch.

2. OBLIGATION OF SECOND PARTY:

<Project title> for the <District name> for the course <Course name>,

SECOND PARTY proposing to conduct the training program shall furnish an undertaking that it fulfils all the necessary requirements in terms of infrastructure, hardware, software, faculty and library if applicable, etc for conducting the training programs and shall allow the **FIRST PARTY** personnel or its representatives for inspections of the training centre if they so desire.

If the training is not carried out to the satisfaction of **FIRST PARTY**/end user and if the behavior or character or conduct of the personnel engaged by the **SECOND PARTY** are found to be unsatisfactory at any time during the period of operation of the contract, **FIRST PARTY** reserves the right to terminate the contract with one month's notice and if the contract is so terminated the **SECOND PARTY** shall not have any claim whatsoever for compensation for the remaining period of contract. The security deposit of the **SECOND PARTY** shall be forfeited in such cases.

SECOND PARTY or its district office shall monitor and coordinate the training programs conducted through its training centre and ensure that the training programs are conducted as per the criteria mentioned in Qualification File (QF) of the courses available at National Qualification Register <https://nqr.gov.in/>, NIELIT NSQF norms, and project implementation SoP/norms.

SECOND PARTY shall ensure that the persons employed for training possess the minimum essential qualification(s) and maintain a trainee: PC/lab practical training instruments ratio of 2:1 to ensure quality of the program

SECOND PARTYs Training charges for the Courses (includes GST and other applicable overhead charges) as per NSQF training fee rates per candidate which covers cost of publicity & study material also.

SECOND PARTY shall maintain a Student Registration Register, a Student Record Register and Student Attendance Register as given below.

- (a) **Student Registration Register:** Student Registration Register shall contain details like Serial No.; Student Name & Address; Student ID Number; Date of Admission; Course Name, Course Code & Duration; Batch Code, Start Date & End Date, Sex, date of birth, caste, community details
- (b) **Student Record Register:** Student Record Register shall contain details like Serial No.; Student Name; Student ID; Course Name; Period of Study; Assignment/Test paper/Model Exam Nos. & marks/Grades awarded.
- (c) **Attendance Register:** with signatures of the candidates for each of the day's attendance

SECOND PARTY will be responsible for the verification and maintaining record of all relevant documents of the beneficiary like educational qualification, caste certificate etc.

SECOND PARTY shall print and distribute the necessary Course material/handouts for the program as per the syllabus/course material mentioned in QF.

SECOND PARTY will ensure the quality of the training programme by implementing a Two-Tier Evaluation Project: (1) Continuous evaluation by means of Assignments & Class Tests and (2) Final Evaluation by NIELIT as per Examination for NIELIT NSQF aligned courses.

SECOND PARTY shall tie-up with the local industries for providing placement assistance for the candidates.

SECOND PARTY shall provide any other reports or information required by **FIRST PARTY** in connection with this training program.

SECOND PARTY shall nominate a **Co-ordinator/authorized contact person** for this project.

SECOND PARTY shall not sub-contract the whole or part of the contract or assign the contract or any part thereof to any other third Party

3. **OBLIGATION OF FIRST PARTY:**

FIRST PARTY shall coordinate the selection of the candidates based on the applications received and the candidates will be allocated to the nearest training centre of the **SECOND PARTY**.

Payment terms: Payment shall be made on completion of the courses and further certification of candidates based on the actual number of candidates certified on receipt of invoice along with relevant documents online through portal to **SECOND PARTY**.

4. **Tenure /Renewal of the Agreement**

This agreement shall come into force when duly signed by the representatives of both the parties and shall be valid for a period of **One Year** from the date of such signing. On the expiry of One year, parties hereto shall be entitled to renew by mutual consent on such terms as may be then be agreed upon. If not renewed, **SECOND PARTY** shall be entitled to stop conducting the training program for the candidates in this project. Before such action, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued. This agreement shall not be terminated until successful completion of any pending Course.

5. **Breach of Terms of this Agreement**

If either party commits breach of any of the terms of this agreement, the other party may bring the fact of breach to the notice of the former and the former shall immediately take steps to rectify the breach and in case he fails to do so and the breach continues for a period of 1 Month, the aggrieved party may treat this agreement as repudiated by the other party and forthwith serve a notice of termination and the aggrieved party will have the right to claim from the other party the damages in respect of losses already sustained by him for the unexpired period of the agreement on account of such termination of the agreement. The agreement will automatically be terminated within 1 month after the receipt of such notice, subject to the liability and arbitration clause. In the event of breach of any of the terms and conditions of the agreement signed by the **SECOND PARTY**, the security deposit will also be forfeited.

In case of any such termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

6. **Termination of contract**

The contract is liable to be terminated by either side on one month's notice. Abrupt termination or breach of the contract by the **SECOND PARTY** for reasons attributable to the **SECOND PARTY** will entail forfeiture of the Security Deposit of the **SECOND PARTY**.

If the **SECOND PARTY** (a) abandons the contract or has failed to proceed with the work or does not adhere to the committed schedules or technological requirements due to negligence or the progress on any particular item or items is slow (b) has failed to execute the work in accordance with the terms and conditions of the contract, (c) is persistently or frequently neglecting to carry out their obligation under the contract, then **FIRST PARTY** shall be competent to terminate the contract unilaterally at its discretion at any time without notice and without paying any compensation or any other amounts and to proceed with the balance of the work through any other agencies and the **SECOND PARTY** is liable to compensate **FIRST PARTY** for losses incurred by it in such cases. In such termination of the contract, the Security Deposit made by the **SECOND PARTY** shall also be forfeited.

7. **Jurisdiction**

This Agreement shall be governed by the Laws of Indian Union in force. Both the parties here in agree that all disputes between them shall be subject to the jurisdiction of courts in <District of Office of **SECOND PARTY** >

8. **Arbitration or Mediation**

Any dispute arising between the parties if not resolved between them shall be referred after mutual consent of both the parties to an arbitrator or mediator. The selection of the arbitrator shall be decided by the above parties mutually.

In case of termination of this agreement, in the middle of a Course, which has already been started, both the parties should take sufficient steps so as to complete the Course, already started. Termination of the agreement should be implemented in such a way that the future of the students/trainees is not affected by the termination. In case of such termination of the agreement, both the parties shall ensure that the Courses already started are fully completed, examination conducted and certificates issued.

9. **Modifications**

The modifications in the Agreement can be done with the mutual consent of both the parties but strictly in line with the project guidelines.

10. The application, submitted documents by **FIRST PARTY** to **SECOND PARTY** and the record of the

negotiation meeting held between **FIRST PARTY** and **SECOND PARTY** also form part and parcel of this agreement.

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed in duplicate on the day and the year first above written

AGREED:

For (**FIRST PARTY**)

For (**SECOND PARTY**)

(Institute Head signature & stamp)

(Institute Head signature & stamp)

(Name in Block Letters)

(Name in Block Letters)

Name of FIRST PARTY	Name of SECOND PARTY
Address	Address
Contact Details	Contact Details
E-mail ID	E-mail ID
Web	Web

Witness 1:

Witness 2:

Signature.....

Signature.....

Name
(In Block Letters)

Name.....
(In Block Letters)

Address.....

Address.....

.....

.....

Contact No.

Contact No.

(Appendix-1)

Expression of Interest Form

1. Course(s) Applied For		NSQF Affiliation Number of the institute	
1	Certificate course in IT-ITeS BPO, Soft Skills & Communicative English		
2	Certified Computer Application Accounting and Publishing Assistant		
3	Certified Data Entry and Office Assistant (Upskilling)		
4	O level (IT)*		
5	NIELIT Certified Web Developer		
6	NIELIT Certified Multimedia Developer		
7	Internet of Things (IoT) Assistant		
8	Internet of Things (IoT) Associate		
9	Certified Artificial Intelligence (AI) Associate "Upskilling"		
10	Assembly & Maintenance of Personal Computer		
11	NIELIT Certified Cloud Computing and Virtualization Expert		
2. Category of the institute a) Accredited from NIELIT b) NIELIT NSQF Training Partner c) DLC Facilitation Centre d) NIELIT ESDM Training Partner e) Others			
3. Name of Institute			
4. Address of Institute			
5. Name of Authorized person			
6. Contact Number	Landline:	Mobile:	
7. Email-id			
8. State		District where Institute is located	
9. PAN Number			
10. GST Number			
11. No. of students registered in any NIELIT NSQF course in the last 2 years at your institute			
Name of the NSQF Course	No. of Students registered	No. of Students Passed	
'O'-level			
Any other NSQF Course (attach separate Sheet if required)			
12. Distance in Km. from Municipal body (Nagar Palika/Parishad etc.)			

13. Date of Operations in Education field (particularly in IT & Electronics courses)(attach the documentary proof)	____/____/____	
14. Tie-up with industry and Previous placement records	Attach the report with documentary proof.	
15. Availability of Hardware, Software and Faculty (attach the relevant documents)		
i) Whether the Hardware is available as per the NSQF Guidelines.	No	Yes
ii) Whether the Software is available as per the NSQF Guidelines	No	Yes
(iii) Whether the Faculty is available as per the NSQF Guidelines	No	Yes
(iv) Whether the Supporting Faculty is available as per the NSQF Guidelines	No	Yes
16. Training Facility Availability (attach the clear photographic evidence)		
(i) Availability of Safe Drinking water	No	Yes
(ii) Availability of Separate Washroom for Men/Woman	No	Yes
(iii) Availability of Parking Facility	No	Yes
(iv) Availability of reliable Internet	No	Yes
(v) Availability of Printer & Scanner	No	Yes
(vi) Availability of Waiting Area/Room	No	Yes

DECLARATION

- (i) I, _____ son/daughter of _____ have read and understood the RULES/ GUIDELINES for conduction of NIELIT NSQF aligned courses Training for SC/ST/EWS (Women) candidates in the _____ district of Bihar and agree to abide by the same.
- (ii) I certify that I am the competent authority, by virtue of the administrative and financial powers vested in me by _____ to furnish the above information and to undertake the above stated commitment on behalf of my /our institution.
- (iii) I am aware that in case any information given by me is false or misleading, the Institute would be debarred from the conduction of training programs and / or debarred besides being subjected to any other action that may be deemed fit by NIELIT Shillong.
- (iv) I agree to abide by the decisions of the NIELIT Shillong or its designated agencies in respect of my application for permission to conduct NIELIT NSQF aligned training for SC/ST/EWS (Women) candidates under the above scheme.

Date:

Signature of the authorized person

Name:

Designation:

Seal of the institute:

Format for covering letter
(To be submitted on the Letter head of the applicant institution)

Date....../....../.....

To,

The Director in-Charge
NIELIT Shillong

2nd Floor, Meghalaya State Housing, Financing Co-operative Society Limited Building,
Nongrim Hills, Shillong, Meghalaya 793003

Ref.: EOI No. NIELIT/SHL/EELTP/2023/337/01**Subject: EoI for Empanelment of Training Institute(s) for conducting NSQF courses of NIELIT – reg.**

Sir,

1. Having examined the EoI document, we, the undersigned, herewith submit our response to your EoI for Empanelment of Training Institutes for conducting training of NSQF aligned courses of NIELIT being implemented by NIELIT Shillong Centre in full conformity with the said EoI document.
2. We have read the provisions of the EoI document and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our EoI shall not be given effect to.
3. We would like to declare that we are not involved in any litigation with any Government in India organization and we are not under a declaration of ineligibility for corrupt or fraudulent practices.
4. We hereby declare that all the information and statements made in this EoI are true and accept that any misrepresentation contained in it may lead to our disqualification.
5. We understood that NIELIT Centre is not bound to short-list / accept any proposal received in response to this EoI.
6. We understood that Empanelment with NIELIT Shillong Centre does not guarantee that every / any of the applicants shall be invited under EoI, or be awarded a project/assignment.

Our correspondence details / authorized person to deal with regard to this EoI is:

S.No.	Information	Details
1	Name of the Contact Person	
2	Designation and contact address of the person to whom all references shall be made regarding this EoI	
3	Telephone	
4	Mobile number of the Contact Person	
5	Email	
6	Corporate website URL	

We hereby declare that our proposal submitted in response to this EoI is made in good faith and the information contained is true and correct to the best of our knowledge and belief.

Sincerely,

Signature:

Encl: Duly filled Application form.

(Authorized person)
Name & Title with seal